

APPLICATION BASICS

What is the “Focusing on the Issues” Program?

Planning staff conducts on-site workshops to assist neighborhood groups in developing strategies to address current issues through the following programs:

- ✓ **Goals and Strategies Reports** - This program enables neighborhood groups to identify commonly agreed upon goals, to prioritize them, and to create strategies to build a *livable* community. The report serves as a “blue print” of what communities can do for themselves to improve their neighborhood.
- ✓ **Special Studies and Project Specific Plans** - This program addresses critical neighborhood issues. Neighborhoods can focus on the development around a particular intersection, along key corridors, or adjacent to a major project. *North St. Mary’s/Josephine District: Revitalization Ideas Report* and *Kelly Business Corridor* are examples of special studies reports.

Who can apply?

A group of residents, neighborhood associations, and community organizations are eligible to apply for the Focusing on the Issues Program.

Questions?

If you have questions about the preparation of your application, please call 207-7873. The application also may be found on the Planning Department’s website (www.sanantonio.gov/planning).

Other Services - The Planning Department provides direct support to neighborhood groups who desire to improve their organizational capacity. This program assists residents who want to organize a neighborhood association, or an established neighborhood association/ community group that wishes to re-energize its organization. Groups receive the services of a neighborhood planner who addresses inquiries related to organizational development and provides resources for educational and leadership development opportunities. Program resources include:

- ✓ **Neighborhood Association and Community Organization Registration**
- ✓ **Neighborhood Organization Assistance**
- ✓ **Directory of Neighborhood Associations and Community Organizations**
- ✓ **Neighborhood Resource Center partnership**

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✓ **Educational Workshops**

For more information about these services, please call 207-7873.

**All applications must be received by 4:30 p.m. on March 1, 2007.
Incomplete applications will not be reviewed.**

Please provide one copy of the application and necessary attachments.

By Mail:	Neighborhood & Urban Design Division Planning Department City of San Antonio P.O. Box 839966 San Antonio, TX 78282-3966
In Person:	Building and Development Services Department, 1901 S. Alamo, 2 nd Floor, Suite 235

After March 1, all applicant organizations will be contacted to arrange a brief interview to discuss the application.

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Please print or type. All questions on the application must be answered as completely and accurately as possible.

GENERAL INFORMATION

Name of Applicant: _____
Contact Person: _____
Mailing Address: _____ Zip: _____
Phone (day/night): _____

Application for: *(please check one)*

_____ Special Studies/Project Specific Plan

_____ Goals and Strategies Report

QUALIFYING INFORMATION (scored)

1. Planning Team

The Planning Department encourages applicants to include all stakeholders such as neighborhood associations, community organizations, all residents from throughout the area, area institutions, businesses, and property owners in their planning efforts. By completing the following table, the applicant is identifying the stakeholders who will be able to participate in the planning process. Please attach an additional page as needed.

(maximum score: 10 points)

	Organization Name	Contact Name & Phone #
Neighborhood Association (s)		
Community Group(s)		
Homeowners		
Renters		
Non-resident Property owners		
School (s)		
Churches, other religious groups		

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religious groups		
Business (es)		
Other		

2. Proposed Boundaries

Please attach a map showing the proposed boundaries of your planning area. A hand drawn map using an existing street map is fine. *Note: A neighborhood area typically encompasses about one square mile and includes enough population to support an elementary school. Special study areas may focus, for example, on the development around a particular intersection, along key corridors, or adjacent to a major project. Higher points will be awarded to planning areas that are of a sufficient size relevant to the proposed project. The Planning Department may work with the group to alter the proposed planning area boundaries. (maximum score: 10 points)*

3. Critical Neighborhood Issues or Opportunities

What are the three most critical issues or opportunities facing your neighborhood? List only three. (Example: a major new development that could change the character of the neighborhood, a public improvement project) Applicants with more pressing issues or opportunities will be awarded higher points. *(maximum score: 20 points)*

1.

2.

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3.

4. Neighborhood Projects

Please list and briefly describe any significant public projects, private investments, and/or planning efforts that have occurred within the proposed planning area within the past few years. Please attach an additional page if needed. Applicants with a greater number or larger scale of current projects will be awarded higher points.

(maximum score: 10 points)

1.

2.

3.